



City of South Bend

Vacancy Announcement

Post Date: Wednesday, February 18, 2015

Closing Date: Until Filled

### **AFTER SCHOOL TEAM LEADER- CHARLES BLACK CENTER**

**Category:** Part Time

**Department:** Parks

**Reports To:** Program Coordinator

**Schedule:** 2:30 PM-5:30 PM; May include evenings, weekends, and holidays as necessary.

**Pay Rate:** \$8.00-\$10.00 per hour

**Position:** SUMMARY

Assist in planning, organizing, conducting, and supervising youth ranging from K-6<sup>th</sup> grade. Supervises a variety of activities consisting of homework help, arts & crafts, recreation, and snacks.

#### **SUPERVISION EXERCISED**

Enforces parks and recreation rules and regulations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Develop, organize, and facilitate age appropriate programming and activities: arts & crafts, sports & games, academic enrichment, etc.
- Submit academic lesson plans, activities, and themes to after school Coordinator.
- Supervise youth in the After School Program and practice safety measures to ensure the safety of the program participants.
- Assist with the cleanliness of the facility and grounds.
- Inventory and maintain the organization of the necessary supplies for programs/activities.
- Enforce rules and apply appropriate disciplinary measures as needed.
- Assist with dispensing snacks.
- Attend staff meetings and staff training sessions.

#### **NON-ESSENTIAL/MARGINAL FUNCTIONS:**

- Assume additional responsibilities as requested.

#### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE**

- High School Diploma or equivalent required.
- Knowledge of basic academics for youth.
- Background in the field of recreation or youth programs, preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to effectively work with youth ages 5-13 preferred.
- Ability to communicate effectively, understand, and carry out instructions.
- Knowledge of computers and different software.
- Ability to work a flexible schedule, possibly weekends and evenings.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License
- CPR Certification and standard first aid or able to obtain within 30 days of employment.

**EQUIPMENT**

Various sport & game equipment, computer, software, various arts & crafts materials, copy machine, audio and visual equipment, popcorn and hotdog machine, telephone, and fax machine.

**WORK ENVIRONMENT**

The employee may work indoors and outdoors. Conditions indoors will be in a temperature controlled environment, but exposed to changing weather conditions outdoors and to dust and fumes.

During the winter months much of the work will be performed in the gym and community room. In the late summer and early fall and spring some of the duties will be performed outside. Much of the duties will expose the employee to medium to loud noise levels. Individual will work in various weather conditions.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk and hear. The employee is required to walk, bend and lift; use hands to finger, handle, or feel objects, tools, controls, and reach with hands and arms. The employee is occasionally required to climb, balance; stoop, kneel, crouch, and crawl. On limited occasions, the employee may be required to walk or stand for short periods. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbend.in.gov](http://www.southbend.in.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Pre-employment drug screen required**

**Criminal background check required**